

Position Description: Carpenter (Announcement number: 15/79)

Basic Function of the Position:

Employee will work as a journeyman carpenter and will be responsible for all carpentry related work including installing doors, locks, shelves, windows (frames and screening), cabinets, closets, shipping crates and similar activities. She/he will also be engaged in integrated pest management in all properties, attend carpeting, ceiling and roofing related work.

Major Duties and responsibilities

Building, installing, repairing and maintenance of doors, windows, floors, roves, furniture and other items made of wood including all accessories in each area.

Partitioning and joint-plastering of dry walls, soffits and ceilings.

Inspect, evaluate and repair all water damages and mound formation in walls, ceiling, floors, roofs, concrete slabs, gutters and downspouts.

Attend to any kind of spray painting work on metal, wood or engineered material.

Carryout Integrated Pest Management (IPM) in government owned, Short-term-leased and Long-term-leased properties.

Assembly of modular furniture and office floor carpeting.

Any other works related to carpentry in the field of masonry, air conditioning, electrical, gardening, plumbing and safety.

RECRUITMENT & ORIENTATION - Have the responsibility for recruitment covering all FSN Grades: 1 to 12. Implement the HR/OE Recruitment Policy and ensure that it is applied correctly and equitably to all candidates. Prepare Mission Vacancy Announcements and newspaper job advertisements based on the Position Description. Use Job branding and manage sources of advertisements appropriately. Receive applications and perform eligibility and qualification screening for all applicants. Refer only qualified and eligible applicants to potential supervisor. Conduct skill tests including language testing. Arrange interviews and participate in all interviews. Prepare regret letters addressed to the unsuccessful candidates. Prepare job offer letters for selected candidate(s), and process security and medical clearance. Process all personnel actions and other employment documents related to appointment. Conduct a half-day orientation program and assist newly recruited employees in the check-in process. Enroll new employees in the Employee Provident Fund (EPF) and Employee Trust Fund (ETF). Destroy Curriculum Vitals (CVs) etc which are older than 6 months.

POSITION MANAGEMENT & CLASSIFICATION - Assist the supervisor in administering the DOS Position control system which includes maintaining a database, issuing new position numbers, establishing, abolishing and reprogramming positions. Maintain position number list adding or deleting positions as authorized. Obtain and maintain softcopies of PDs and JDHSs in a master file. Check for the accuracy of the PDs and Classifications.

As a Certified Classifier; review the PDs & JDHSs forwarded by supervisors keeping in-line with Position Classification rules, perform Job Discussions and make sure they are classifiable. Depending on post policy of the time & supervisor's advice, either forward them to the particular Regional Classification Center for classification OR classify at post.

HOSPITALIZATION INSURANCE COVER - Liaise with Mission's contracted health insurance provider to enroll all new employees and their dependents in the Hospitalization Insurance Scheme. Ensure that the information pertaining to all new employees and dependents is current & accurate and transferred to the Insurance Provider on time. Provide accurate information on benefits to new employees. Assist in conducting periodical insurance benefit surveys and analysis and insurance service contract renewal/solicitation process.

ASSIST IN COMPENSATION SURVEYING AND ANALYSIS FOR SRI LANKA AND MALDIVES - Assist the supervisor in conducting local wage surveys, developing questionnaires, obtaining information, analyzing data and sending the data to HR/OE after reviewed by the HR Officer. Assist in responding to salary/employee surveys of external organizations, conducting necessary data collection, data analysis and completion of the annual LCQ. Assist in reviewing / revising the LCPs for Sri Lanka and Maldives and maintain same as current with the changes in local labor law, department regulations, etc.

MISSION TRAINING PROGRAM ADMINISTRATION - Incumbent is responsible for the administration of Mission Training Program in liaison with HR Specialist / HRO. Carryout mission training policy and procedure. Disseminate information pertaining to training opportunities, solicit and processes employee

training requests. Maintain a database on training requirements for Mission positions and records of completed employee training.

PROVIDE INFORMATION FOR MANAGEMENT DECISION MAKING, EMPLOYMENT ADVICE AND OTHER DUTIES - Provide staffing pattern reports to Financial Management Office (FMO). Run ad-hoc reports & provide necessary data to FMO / Management. Provide annual liability figures to FMO, etc. Provide front-line employment advice to our customers.

Perform other duties as assigned by the HRO/HR Specialist and serve as the back-up for other HR Staff.